Section 3 – Update/Approve Students in Programs and Technical Proficiency

Access through www.edinfo.state.ia.us

Iowa Department of Education

IDOE Web Application Server

This Site Is Secured By Encryption

DO NOT USE YOUR REFRESH, BACK, OR FORWARD
BROWSER BUTTONS WHILE USING THIS WEBSITE!

Please enter a Login ID/Password
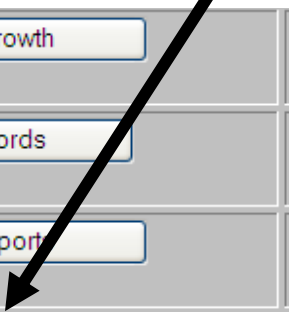and click on the submit button.

Login ID

Password

Submit

If you have forgotten your password, please enter your email address in the Login ID field and click on the Forgot Password button.

Forgot Password

Click on the Career and Technical Education button to go to the start page.

At-Risk/Modif'dAllowableGrowth	Available	12/15/2008	
CAR - 2009 COA Test Records	Available		
CAR - 2009 Upload and Report	Available	10/15/2009	Instructions
Career and Technical Education	Available	8/1/2009	Instructions
Certified Supplementary Weighting	Available	10/15/2009	Instructions
Comp School Improvement Plan	Available	9/15/2009	Instructions
District Developed Service Delivery Plan	Available	9/15/2009	

Below is an example of the secondary CTE page when you have first logged in. Click the third button "Update/Approve Students in Program".

Iowa Department of Education

| Year: 2010 | GO | PGM Maintenance | LookUp Maintenance | Partial Payment | Display Status | Exit | Help |

| District: | | GO | District: | Name: |

Career and Technical Education Program

Courses in a Program DUE DATE January 29, 2010

Sections highlighted in red are not complete.

Form	Status
Section 1: View programs that are operational	Click here
Section 2: Update/approve Courses in Program	Approved on 3/3/2010
Section 3: Update/approve Students in Program	Not complete
Section 4: Update Secondary State Assistance Financial	Not complete

On the form provided (see example below) complete the following:

- The dropdown list includes all schools identified as set up in the program master. Using the dropdown list, review ALL schools available to ensure all information is reported completely.
- Verify the number enrolled by clicking on the number in the Enrolled column (i.e.: the 98 in Ag).

Go to Start Page

Career and Technical Education
Student Data by Program

Approve

Enter information for each student in each program by clicking on the number in the "Enrolled" column.

Choose school in dropdown and click "Select" to see counts of students for that school. [▼] Select

CIP Title	CIP Code	Enrolled	Concentrator	Concentrator Evaluated for Technical Skill Proficiency	Technical Skill Proficient	Completer	Single Parent
AGRICULTURE	0101000000	98	35	17	16	2	0
DRAFTING AND DESIGN	1513000000	74	12	3	3	0	1
FAMILY AND CONSUMER SCIENCES	1901000000	134	36	13	13	6	1
AUTOMOTIVE MECHANICS	4706040000	61	25	10	10	2	1
GENERAL BUSINESS	5201010000	96	24	12	12	2	0

- In some cases, if a student took a "core" course, they may appear in a program even if they have not taken any other course in that program. If that is the case, click on "delete student" to delete the student from that program only. Core courses can be verified by clicking on the "Check Core Courses" link in the "Update/Approve Courses in a Program" section.

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District   AGRICULTURE - 0101000000

Update   Add new student to this Program   Back

Student Information

0000 -

Records 1 thru 25 of a total 98 [Top] [Next]   Enter partial or complete last name [ ] [Search] Repeat headings every [10] rows [Go]

Update the shaded columns and click the Update Button.

You must click UPDATE to save changes...The other buttons do NOT save changes!

Last Name	First Name	Middle Name	Local Student Number	Units This Year	Total Units	Concentrator	Concentrator Evaluated for Technical Skill Proficiency	Technical Skill Proficient	Completer	Single Parent	
				0	1.5	☑ Yes	☑ Yes	☑ Yes	☐	☐	Delete Student
				1	1	☐	☐	☐	☐	☐	Delete Student

- Indicate if the student is a single parent (both male and female) by clicking on the box in the Single Parent column. This is not indicating students from single-parent homes.
- Students should not be added manually. All students enrolled in CTE courses should have been reported in the Winter Easier submission.
- Numbers in the columns for "Concentrator Evaluated for Technical Skill Proficiency" and "Technical Skill Proficient" reflect data submitted for '08-09 concentrators who are still in school for '09-10.
- Click on "Update" if changes were made or "Back" if no changes were made to return to the page below.
- Click on the Concentrator Button (students who have completed 1.5 or more Carnegie units of a program) for each program to go to the next step of your reporting.

Go to Start Page

Career and Technical Education
Student Data by Program

Approve

Enter information for each student in each program by clicking on the number in the "Enrolled" column.

Choose school in dropdown and click "Select" to see counts of students for that school. [dropdown] Select

CIP Title	CIP Code	Enrolled	Concentrator	Concentrator Evaluated for Technical Skill Proficiency	Technical Skill Proficient	Completer	Single Parent
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FAMILY AND CONSUMER SCIENCES	1901000000	134	36	13	13	6	1
AUTOMOTIVE MECHANICS	4706040000	61	25	10	10	2	1
GENERAL BUSINESS	5201010000	96	24	12	12	2	0

On the form provided (see example below), complete the following:

- If the student was <u>evaluated</u> for technical skill proficiency click on the Yes box in the "Concentrator Evaluated for Technical Skill Proficiency" column.

- If the student was evaluated and proficient, click on the Yes box in the "Technical Skill Proficient" column. (The number of students marked as proficient cannot be higher than the number evaluated.)

    o **Technical Skill Assessment:** The technical skills assessed, the instrument utilized to assess those skills, and proficiency level to be attained to pass the assessment must be approved by a third party and the post-secondary institution that the program is linked with through a "program of study". The third party may be a nationally or State recognized industry organization, a provider of reliable and valid third party assessment instruments, or a regional or local advisory committee for the career and technical education program being assessed.

- Indicate if concentrators previously marked as proficient from prior years are still proficient.

- Click on Update for each page before continuing to save the data entered.

- Note that you may need to click on "*Next*" to see all students.

- Click on the "Approve" button on the student data page when all programs are completed.

- The "Completer" column identifies students that have completed the courses identified in the program.

Update | Add new student to this Program | Back

Student Information
0109 - AGWSR High School (Concentrators)

Records 1 thru 25 of a total 35 Top | Next | Enter partial or complete last name [ ] Search | Repeat headings every 10 rows Go
Update the shaded columns and click the Update Button.
You must click UPDATE to save changes...The other buttons do NOT save changes!

Last Name	First Name	Middle Name	Local Student Number	Units This Year	Total Units	Concentrator	Concentrator Evaluated for Technical Skill Proficiency	Technical Skill Proficient	Completer	Single Parent	
			147	0	1.5	☑ Yes	☑ Yes	☑ Yes	☐	☐	Delete Student
			26	0.5	1.5	☑ Yes	☐	☐	☐	☐	Delete Student
			113	0	1.5	☑ Yes	☑ Yes	☑ Yes	☐	☐	Delete Student
			70	0.5	1.5	☑ Yes	☐	☐	☐	☐	Delete Student
			900	0	1.5	☑ Yes	☑ Yes	☑ Yes	☐	☐	Delete Student
			145	0.5	2	☑ Yes	☑ Yes	☑ Yes	☐	☐	Delete Student
			118	0	1.5	☑ Yes	☑ Yes	☑ Yes	☐	☐	Delete Student
			84	0	2	☑ Yes	☑ Yes	☑ Yes	☐	☐	Delete Student

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